

## OGDEN DUNES WATERWORKS - BOARD OF DIRECTORS

September 9, 2013; 6:00 pm

### Directors Attending

(LB) Luke Brennan - President

(TE) Terry Easton - Vice President

(GC) Greg Casimer - Secretary

### Waterworks Staff Attending

(CL) Chuck Litzkow - Acting Waterworks Manager

(MT) Mike Teeling – Waterworks Technician

(JK) Julia Klingensmith – Deputy Clerk Treasurer

### Guests Attending

(AJ) Allen Johnson – Town Council

(TC) Tom Clouser – Town Council

(CC) Charlie Constanza – Town Council

(JM) Jim Matthys

(CK) Carol Karel

(NG) Nate Galliardi

(MC) Mark Coleman

(JM) John Machuka

(DN) David Newton

(JS) Jim Smolinski

=====

The meeting was called to order by LB at 6:00pm.

- 1) August 11, 2013 meeting minutes were reviewed and approved by unanimous consent.
- 2) Depreciation Account

- a) The 2014 waterworks budget will have a separate line item for a depreciation account. GC reported that applicable law provides for a depreciation account and that the account will hold capital project funds to replace existing infrastructure that has exceeded its service life or to expand and extend service where needed.

### 3) Status of Waterworks Manager Search

- a) TE and LB will review the qualifications of the three applications received prior to the August 31, 2013 deadline.

### 4) Status of Waterworks

- a) CL reported on collections and shut-off notices. Approximately 70 late payment notices were sent in the most recent billing cycle. MT is working on collections, most of which are on course for payment or have already been paid. MT remarked that it is the rental properties that cause collection problems due to varying occupancy dates and different billing practices for water and sanitation. A general discussion was undertaken on the issue of waterworks policies toward renter/landlord accounts. TE commented that a policy was developed during 2012 that proposed requiring a landlord signature prior to activating water service for renters. LB will take the lead on investigating the policy status and report back to the Board.
- b) CL reported that repairs were completed at 8 Ogden Road where water had been leaking in the meter box. TE asked what effect the leak had on the customer's bill. CL to investigate and report back to the Board.
- c) CL also reported on a completed repair in front of 121 Diana. The repair was completed without the involvement of outside contractors. The Board expressed its thanks to the waterworks repair crew and also to the Street Department for its assistance.

### 5) Sanitation Account

- a) JK reported that the waterworks has implemented a practice of transferring sanitation funds as payments are received. The general practice will be to make a transfer for every 30 customer payments that come in during the normal collection period. In any event, the waterworks will not hold sanitation funds for more than seven days without making a transfer to the sanitation account.
- b) JK also reported that funds coming from the online payment system are now imported daily to Keystone and current information is transmitted to the iCloud payment processor.
- c) JK reported to the Board regarding the ongoing reconciliation of charges and transfers for waterworks and sanitation accounts for 2013. The full accounting will be completed before the October Board meeting. The Board will receive a recommendation for a final transfer between the waterworks and sanitation accounts that will result in no outstanding "loan" balances and no retention of sanitation funds on the waterworks books.
- d) The Board thanked JK for her extensive efforts and professional attitude on these projects.

### 6) IURC Small Utility Rate Application

- a) GC presented a summary of notices that had been provided to the public regarding the rate increase application. Letters were mailed to all customers, a notice was published in the local paper and laminated versions of the notice were posted at all mailbox stations in the town. GC also attended the September Town Council meeting and reported on the rate increase petition at that meeting. The full application is now available on the Waterworks page of the Town's website. There is also a link on the waterworks page to the official IURC docket for the rate increase application.
- b) The Board solicited comments and questions from the public regarding the water rate increase petition. The public discussion included questions about the current assets and finances of the Waterworks, the prospect of selling the entire utility, remarks regarding the handling of sanitation funds, questions about past spending by the Waterworks and prior audits of the Waterworks accounts, the operation of a depreciation account and other related issues.
- c) The Board noted that the Waterworks finances are audited every year by the Indiana State Board of Accounts and the results of those audits are public and are available through the website operated by the Board of Accounts.
- d) The Board offered to make additional Waterworks information available through the normal request process used by the Town. Interested parties should fill out a request form as provided on the Town's website.

7) Meeting adjourned by unanimous consent at 8:40pm.